

Application
for a
DOWNTOWN REVITALIZATION GRANT
from the
IDAHO COMMUNITY DEVELOPMENT BLOCK GRANT
PROGRAM
by
CITY OF RIGBY

November 21, 2008

Ryan Brown, Mayor

November 21, 2008

Don Dietrich, Director
Idaho Commerce & Labor
P.O. Box 83720
Boise, ID 83720-0093

Dear Director Dietrich:

The City of Rigby respectfully submits our application for an Idaho Community Development Block Grant to assist us in our revitalization efforts. The downtown area of our community needs improvements to our infrastructure in the immediate downtown business district. Recently, due to the poor condition of our lighting a car was crushed when a light pole collapsed upon it. We have severe deterioration in some sewer lines in the downtown area and general deterioration of the curb and gutter infrastructure as well.

Our local Urban Renewal Agency, our Engineer and other development professionals have worked to develop a plan for improvements in the downtown and a set in motion the organization of marketing tools to encourage and enhance the business environment in our downtown.

This application for a \$500,000 grant will be matched by locally raised funding of \$506,038 - a firm commitment from the community and our local businesses. Together we have formed a partnership to create a better future and environment in Rigby.

We appreciate your interest.

Sincerely,

Ryan Brown, Mayor
City of Rigby

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- G. Documentation of Procurement

IV. ICDBG Application Information Form

Applicant City of Rigby
Address: 158 W Fremont; Rigby ID 83442

Chief Elected Official: Ryan Brown, Mayor
Phone: (208) 745-8111

Sub recipient (if applicable): n/a
Address: _____

Chief Elected Official: _____
Phone: _____

Application Prepared by: Dorothy A. Bowen, The Development Co. Phone: (208) 356-4524 x 316
Address: 299 E 4th North; Rexburg Id 83440

Architect/Engineer/Planner (Contact Name): Mike Jaglowski, P.E., Keller Assoc. Phone: (208) 238-2146
Address: 412 W Center, Suite 330; Pocatello ID 83204

NATIONAL OBJECTIVE (MARK ONE)

☐ LMI Area ☐ LMI Clientele ☐ Imminent Threat
☐ LMI Jobs ☒ Slum & Blight

PROJECT TYPE (MARK ONE)

☐ Public Facility/ Housing ☐ Community Center
☒ Economic Development ☐ Senior Center

PROJECT POPULATION TO BENEFIT (PERSONS): (Census/Survey/Clients/Jobs)

TOTAL # TO BENEFIT: 2,998

TOTAL # LMI TO BENEFIT: 1,383

% LMI TO BENEFIT: 47.04%

% MINORITY POPULATION: _____%

PROJECT DESCRIPTION: The revitalization of the downtown area of the City of Rigby by constructing improvements to the area infrastructure. The City and the Rigby Urban Renewal Agency have joined together to plan, fund and maintain the improvements to be constructed during the summer of 2009. Plans have been formulated to increase the exposure of the downtown business corridor to citizens and outside the area shoppers. Improvements will include: sewer lines, light poles, electrical wiring and drip irrigation lines and beautification.

SOURCE	AMOUNT	DATE APPLICATION SUBMITTED	RESERVED/ CONDITIONAL AWARD	FUNDS COMMITTED/ CONTRACT AWARD DATE	DOCUMENTATION IN APPENDIX ***
ICDBG	\$500,000				
Local Cash	\$506,038			Urban Renewal	D
Local Loan*					
Local In-Kind**					
Private Investment					
Other (identify)					
TOTAL PROJECT FINANCING	\$1,006,038				

* Identify Loan Source(s) _____ Date Bond or Necessary and Ordinary Passed _____

**Describe In-Kind match by type (i.e. materials, labor, waived fees, land value) and amount.

***Identify which appendix corresponding documentation is in. Documentation should be a letter from the appropriate source.

V. Economic Advisory Council Page:

Current Problems: The downtown area of Rigby, the hub of the community, needs to make repairs to several infrastructure components that are in very poor condition. Cracked and crumbling sewer lines have been infiltrated by tree roots further exacerbating the crumbling conditions. The light poles are so old and worn and recently one light pole recently fell upon a shopper's car, crushing the car but thankfully not harming any persons. Trees, with no water source have died and been removed, curb and gutters are crumbled and handicapped accessibility is very limited. Along with the infrastructure repairs the need exists for signage to promote community events, business activities, and create the ability to "pull the shopper in" to the downtown area. Beautification; the creation of a pocket park, placement of benches, planters, trash receptacles and holiday décor are needed to create an atmosphere conducive to business.

Planning & Development: The City organized an Urban Renewal Agency (URA) to aid the community in planning for improvements. The urban renewal area was drawn up to include, the immediate downtown area as well as the nearby community activity areas such as the rodeo grounds and parks. The overall goals: to develop a community gateway, develop and construct a walking path connecting activity areas to the downtown; and revitalizing the downtown shopping corridor. All the improvements have been planned to enhance the economic perspective by drawing in people and activities that bring revenue to the community. The Urban Renewal Agency has previously funded extensive improvements to the rodeo grounds, cleaned up the Veterans Park and established a Memorial, made repairs to the Farnsworth T.V. Museum and constructed a portion of the planned walking path. These improvements cost \$132,000 – a significant investment toward the overall goals of the City and the URA.

The City has hired a Recreation Manager to coordinate community activities and events, market the activities, and increase the community's business and economic profile in eastern Idaho.

Total Costs for the project are estimated at \$1,006,038. The Rigby Urban Renewal Agency has planned for, saved, and committed \$507,000 toward this renewal project. When matched with the requested \$500,000 block grant funds the project is ready to proceed and be completed and paid for in 2009.

Local Efforts: In order to prepare for the project the Urban Renewal Agency (URA) hired the Entrepreneurial Center to conduct a study of the downtown area and the area businesses. The study reviewed existing conditions, demographic statistics and surveyed each of the business owners in the downtown area. Working with the survey results and other growth and condition factors the Entrepreneurial Center worked with the Urban Renewal Agency, the project Engineer, and the City to determine the best course of action for downtown revitalization.

Impact from other recent URA efforts has already been seen by the number of existing businesses who have made façade improvements in the downtown area during the last 18 months. As the business owners were surveyed they noted that they have based their individual efforts and made financial commitments to renew and restore their businesses because of the efforts/commitments being made by the City and the Urban Renewal Agency. Businesses feel the community is working toward a better tomorrow and are enthusiastic about the City's commitment to the downtown area and strengthened activities to bring new businesses and new shoppers into the community. Activities such as extended shopping hours, farmers' markets and crafts bazaars, community dances, and entertainment venues at the rodeo grounds.

VI. Threshold Criteria

A. Eligible Applicant:

The applicant is a city ☒ The applicant is a county ☐

The City of Rigby is being aided in the project by the Rigby Urban Renewal Agency. The City will be the responsible entity for the grant and the work to be accomplished.

B. Eligible Activities:

List the eligible activities, identified in Chapter 2, that are a part of the project.

B Public Facilities and Improvements – Repair/replacement of crumbling sidewalk areas, curb and gutter, construction of accessible corners, replacement of light poles, installation of drip and wiring systems, signage: parking and shopping/marketing of events.

D Clearance and Demolition – The project plans to create a “pocket park” in the downtown area. Sections of damaged and crumbling sidewalks and corners will be removed and replaced. The street lights will be removed and replaced; one light pole recently fell on a shopper’s car, crushing the car.

E Removal of Architectural Barriers - Construction of cut curbs to allow for handicapped accessibility.

J Completion of Urban Renewal projects – The Rigby Urban Renewal Agency has already undertaken and completed several projects in the downtown area. This request for assistance allows the Agency to undertake the largest scope in their ongoing revitalization plans.

M Administrative Activities – The City procured engineering services following federal procurement and hired Keller Associates to assist in the revitalization programs. The Development Company was procured to provide Certified Grant Administrator services for the development and administration of the project.

C. National Objective:

C.5. Slum and Blight Prevent or Eliminate Slum and Blight – The downtown area of Rigby is in a deteriorated state. An example of the ongoing deterioration is a light post that fell several months ago crushing a car. Luckily no one was hurt when the post toppled. Sidewalks are in poor condition, with loose gravel and holes that catch rain and snow runoff. Puddles then hold water causing further deterioration of the surface and subsurface infrastructure. Power poles are rusted and crumbling at their bases. The sewer lines are in a crumbling condition, creating leaks into the ground; many have been infiltrated by tree roots causing further problems. Together these factors equate to inhibited growth of the commercial business sector of the community creating both economic and social liabilities.

D. Citizen Participation:

The City advertised the public hearing to Notify the Public of the Intent to File a Grant Application in the local newspaper of record the *Jefferson Star*. A copy of the notice, the attendance list and the meeting minutes are in Appendix B. The City and the Urban Renewal Agency have worked with the public during the last three years to begin improvements in the Downtown sector of the overall Renewal area. Public support has been strong. Businesses in the downtown area have already begun to remodel facades and make improvements to their store fronts based on the other activities that have been conducted by the City and the URA and in anticipation of the planned downtown improvements.

Date of Notice November 5, 2008 Date of Hearing November 18, 2008.

E. Statewide Goals and Strategies:

The Statewide Goal of expanding economic opportunities is directly addressed by this project whose strategy is to revitalize the downtown business district in the City of Rigby. Removing slum and blight in the downtown area and improving the infrastructure will support the improvements already accomplished by some of the downtown businesses and provide the impetus for additional efforts planned for increasing sales and economic stability for struggling small businesses.

F. Administrative Capacity:

1. Describe applicant's and sub-recipient's (if applicable) ability to manage the project as indicated in Part A. of this Chapter.

The Development Company has been procured and contracted to provide administrative management services on the revitalization project. The Development Company has Certified Grant Administrators on staff to accomplish the administrative work on the project.

2. Identify steps taken or to be taken to procure a certified grant administrator.

The advertisement for administrative services was placed in the newspaper of record the *Jefferson Star*. Documentation is included in Appendix G. The only administrative services proposal received was from The Development Company. The proposal was satisfactory and a contract was signed.

G. Fair Housing:

For Public Facility/Housing and Downtown Revitalization projects submit Fair Housing documentation with addendum. For all other projects submit with application.

The City has passed a Fair Housing Resolution. It is in Appendix A. The City of Rigby participates in April is Fair Housing Month, has conducted a Fair Housing Review and Analysis and maintains a “public information” bulletin board with appropriate Fair Housing literature available for the public’s use and review.

VII. Program Income: Describe if the project will generate program income and the reuse plan.

The project will not generate program income.

VIII. General Project Description: Include the general project description as outlined in the narrative for this section. Be sure to address all the required details.

A. Community Description:

A copy of the October 2008 – Jefferson County Work force Trends is attached as pages 9 & 10.

B. Community Needs Assessment:

Complete the chart below and provide a narrative to identify how all the community's needs have been assessed and how the proposed project is a priority in comparison to other community needs.

Facilities & Infrastructure	Poor	Fair	Good	Previously ICDBG funded
Water			x	
Sewer	x			Yes Currently under construction
Electrical			x	
Fire			x	
Hospitals	x			No Closest is in Rexburg, 12 miles north.
Housing		x		No LMI housing is limited.
Roads			x	
Railroads			x	
Airport			x	No Private plans only.
Broadband			x	
Senior Center		x		No The Seniors want to make improvements to their Center. Project in early development
Community Center			x	
Community Recreation Facilities			x	Yes Funded by ICDBG in 2002.
Employment Opportunities	x			
Other				

Narrative: The City of Rigby is already addressing their highest priority project – that of improvements to their wastewater collection and treatment system. The project is scheduled for completion in 2010. ICDBG funding is helping the City with this costly improvement.

Second to the wastewater improvements has been the City's knowledge that improvements must be made to the downtown area. However given the severity of problems with the wastewater treatment system and pending fines by EPA the City has necessarily focused on those infrastructure improvements.

The City Council recognizes the importance of the City's role in economic development and has formed the Urban Renewal Agency to develop solutions to existing deterioration in the downtown area. Additionally employment opportunities are limited in Rigby and the pursuit of improvements to the downtown area are intended to help address the employment factors as well as economic factors for the area.

Improvements are intended to enhance the economic atmosphere of the downtown and enable the businesses to increase sales, encourage new customer activity and bring new businesses in to the sixteen (16) vacant buildings. Knowing that the City and the Urban Renewal Agency are actively pursuing improvements has already prompted ten (10) existing businesses to construct façade improvements to their buildings in the downtown revitalization area during the past 18 months.

C. Project Description:

The Block Grant funds of \$500,000 will be used toward construction costs, the matching funds of \$506,038 will be used toward construction, administrative and engineering fees, and audit.

The project will undertake the construction of improvements in the following areas: lighting- removing deteriorated light poles (one has already fallen and crushed a car in the last few months) and replacing them with new; sewer lines that are deteriorated are to be replaced; replacing crumbling sidewalk, curb and gutters and placing "curb cuts" for handicapped accessibility, installing systems for drip irrigation and electrical lines, planting trees. Beautification of the area will follow the infrastructure construction by adding trash receptacles, planters, benches, kiosk or other types of signage so that downtown events and activities can be marketed and advertised to the citizenry and the "shoppers in transit".

D. Project Land & Permits: Answer the following questions and attach documentation.

1. Has any land, buildings, easements or right-of-ways been purchased for this project? ☐ Yes ☒ No List date of Purchase _____

What funds were used to make this purchase? _____

2. Will any land, buildings, easements or right-of-ways be needed for this project?

☐ Yes

Status of the purchase: ☒ No

3. Is anyone living on the land or in the structures at the proposed site?

☒ Yes ☐ No

4. Is any business being conducted on the land or in the structures at the proposed site?

☒ Yes ☐ No

5. Are there any businesses, individuals, or farms being displaced as a result of this project?

☐ Yes ☒ No

6. Are there permits that will be needed for the project, i.e. well, water rights, land application, demolition permits, zoning permit, air quality permit, etc?

☐ Yes ☒ No

Status of the permits (include plan for securing permits): _____

7. Describe the ownership or lease arrangements for the property involved in the project.

The improvements will all be made on existing right of ways and properties of the City of Rigby.

E. Imminent Threat criteria if applicable.

NOT APPLICABLE

IX. Budget Narrative: Describe the source and status of all funding for the project according to the instructions in Part A of this Chapter.

The Rigby Urban Renewal Agency has been in existence for fifteen years. The Agency has completed several small renewal projects (\$132,000 total to date) while preparing for and saving funding for the major phase (this project) of improvements for the downtown shopping area. There are additional planned improvements in the downtown area and through the rest of the designated redevelopment area as funding is received by the URA.

The Rigby URA in partnership with the City of Rigby has saved and is committing \$506,038 in cash to the project.

X. Idaho Community Development Block Grant Budget Form (Use only line items on pages V-7 & V-8)

Applicant or Grantee:

Project Name:

LINE ITEMS	ICDBG Cash	Urban Renewal Cash	City Cash and In-Kind	Total
Administrative**		\$65,000		\$65,000
Land, Structures, Rights of Way				
Engineering		\$152,000		\$152,000
Construction	\$500,000	\$264,830		\$764,830
Financial & Audit		\$13,208	\$1,000	\$14,208
Legal		\$10,000		\$10,000
TOTAL COSTS**	\$500,000	\$505,038	\$1,000	\$1,006,038

*Identify funding source

**Administrative expenses and project planning design costs, when totaled, shall not exceed 10 percent of the total ICDBG amount.

XI. Detailed Cost Analysis

1. Have preliminary plans and specs been submitted to regulatory agencies for review?
_____ Yes **X No**
If yes, list date submitted: _____
If no, list expected date to be submitted: **April of 2009**
2. Has final design (for bidding) begun? _____ Yes **X No**
If yes, % complete: _____ %
If no, what is expected start date: **May of 2009**
3. Will project include bid alternatives to meet project budget if necessary?
X Yes _____ No
4. Are Davis Bacon wage rates applicable to the project? **X Yes** _____ No
If yes, are they included in the project costs? **X Yes** _____ No
5. Have known environmental measures been included in project costs? (ex: dust mitigation, archaeological survey, storm water drainage, wetland mitigation etc.)
_____ Yes **X No**
6. What percent of contingency has been included in project budget? **3%**
7. List the last date the owner and design professional discussed project design and details.
November 13, 2008.
8. Design Professional Cost Estimate may be found in Appendix C.

XII. Project Schedule

Project Activity	Date (to be) Completed	Documentation in Appendix
Grant Administrator Procured	May 2008	H
Design Professional	May 2002	H
Other Funding Secured	November 2008	G
Permits Identified & Secured	March 2009	
Environmental Review Complete	March 2009	
Complete 504 Requirements	June 2009	
Complete Fair Housing Requirements	June 2009	
Bids Advertised	May 2009	
Start Construction	June 2009	
Second Public Hearing	August 2009	
Certificate of Substantial Completion	October 2009	
National Objective Documented	December 2009	
Closeout	December 2009	

Name of Professional and Agency Contacts	Firm/Agency	Phone	Topic
Design Professional	Jim Mullen, P.E. Keller Associates	208-238-2146	Engineering
Urban Renewal Counsel	Ryan Armbruster	343-5454	Legal
Funding Agency	Sharon Deal, ICDBG	208-334-2470	Grant Compliance
Environmental Officer	Dorothy Bowen, The Development Company	208-356-4524 x 316	Environmental Review
Permits			
Public Works Director	City of Rigby	745-8111	Infrastructure
Accountant	Jean Polson, CPA	522-2295	Auditor
Urban Renewal Agency	Lucile Johnson, Chairwoman		Funding
Other	Ryan Brown, Mayor Jeanne Kerbs, Clerk Dorie Robertson, Rec.Mgr.	208-745-8111	City Administration Events & Recreation

XIII. Grantee and Sub-recipient Financial Profiles

Is the Grantee a (circle one)

City

County

If a sub-recipient, what type of Organization (circle one) n/a

Water District

Sewer District

Homeowner's Association

For-Profit Company

Non-Profit Company

Water Association

Fire District

Hospital District

Other (please explain): _____

****INSTRUCTIONS**

For all projects complete Sections III & IV

For all projects that pertain to water complete Section I, III, & IV.

For all projects that pertain to sewer complete Section II, III & IV.

Section III. Non-Water/Sewer Applications:

A. Identify how the organization obtains its operating funding, i.e. bonds, district assessments, other:

The City of Rigby receives its operating revenue from property taxes. The Rigby Urban Renewal Agency receives its revenues from business property taxes.

B. Does the organization have taxing authority? X Yes X No (if no, skip to Section IV)

1. Do you tax? ___ Yes ___ No

a) If yes:

(1) What is the tax rate? _____

(2) What is the annual tax amount generated? _____

(3) What are the taxes used to pay for, i.e. equipment, operating expenses, etc.? _____

2. If your organization does not tax explain why. _____

Section IV. All Applicants City of Rigby
Financial Summary (based on most current audit report)

Revenue

Taxes	<u>\$832,471</u>
Licenses and Permits	<u>\$63,869</u>
Intergovernmental	<u>\$384,773</u>
Charge for Services	<u>\$233,449</u>
Miscellaneous	<u>\$113,281</u>
Other _____	<u>\$85,267</u>

Total Annual Revenue \$1,713,160

Expenses

Total Annual Expenditures \$1,607,172

Growth Management Planning

When was the comprehensive plan last updated? 2006

Which of the following tools do you implement as land use measures and controls?

	Yes	No
Building Codes	<u>X</u>	___
Historical Preservation	___	<u>X</u>
Conventional Zoning Ordinances	___	<u>X</u>
Other Zoning Options: (see below)		

- | | | |
|---|-----|-----|
| Bonus or Incentive Zoning | ___ | ___ |
| Example: allows for increased residential densities if developer will include affordable housing options | | |
| Transfer of Development Rights | ___ | ___ |
| Example: transfer development rights to areas where development is wanted and to restrict it in areas where it is not | | |
| Planned Unit Development (PUD) | ___ | ___ |
| Example: allows for creative and innovative design at same time creating amenities for public benefit. (mixed use development) | | |
| Development Agreements | ___ | ___ |
| Contract between municipality and developer. Municipality specifies what the developer may do and what they are required to do within project area. | | |

Do you currently implement any of the following?

	Yes	No
Economic Development Plan	___	<u>x Do have Urban Renewal Plan</u>
Development Impact Fees	___	<u>x</u>
Local Option Tax (resort)	___	<u>x</u>
Toll roads	___	<u>x</u>
Distance Based Impact Fees	___	<u>x</u>
Tree City USA	___	<u>x</u>

Section IV. All Applicants Rigby Urban Renewal Agency – Audit 2007
Financial Summary (based on most current audit report)

Revenue

Taxes	\$ <u>194,140</u>
Licenses and Permits	\$ _____
Intergovernmental	\$ _____
Charge for Services	\$ _____
Miscellaneous	\$ _____
Other – Interest	\$ <u>17,953</u>

Total Annual Revenue \$212,093

Expenses

Total Annual Expenditures \$146,059

Growth Management Planning

When was the comprehensive plan last updated? Revitalization Plan prepared 2008.

Which of the following tools do you implement as land use measures and controls?

NOT APPLICABLE TO URBAN RENEWAL AGENCY

	Yes	No
Building Codes	_____	_____
Historical Preservation	_____	_____
Conventional Zoning Ordinances	_____	_____
Other Zoning Options: (see below)		
Bonus or Incentive Zoning	_____	_____
Example: allows for increased residential densities if developer will include affordable housing options		
Transfer of Development Rights	_____	_____
Example: transfer development rights to areas where development is wanted and to restrict it in areas where it is not		
Planned Unit Development (PUD)	_____	_____
Example: allows for creative and innovative design at same time creating amenities for public benefit. (mixed use development)		
Development Agreements	_____	_____
Contract between municipality and developer. Municipality specifies what the developer may do and what they are required to do within project area.		

Do you currently implement any of the following?

	Yes	No
Economic Development Plan	_____	<u>X</u>
Development Impact Fees	_____	<u>X</u>
Local Option Tax (resort)	_____	<u>X</u>
Toll roads	_____	<u>X</u>
Distance Based Impact Fees	_____	<u>X</u>
Tree City USA	_____	<u>X</u>

Community Demographic Profile

Instructions: Complete the un-shaded areas using census data for the city/county applicant.

The census data can be located on our Web site at: <http://community.idaho.gov>

Name of Applicant: City of Rigby

	TOTALS
TOTAL POPULATION BENEFITED (if different from city/county population in census)	2998
TOTAL POPULATION IN APPLICANT'S AREA	2998
Total Male	1435
Total Female	1563
Total White	2596
Percent of White Population	86.6%
MINORITY POPULATION	
Black/African American	5
American Indian/Native Alaskan	25
Asian	12
Native Hawaiian or Pacific Islander	1
American Indian/Alaskan Native and White	6
Asian and White	0
Black/African American and White	0
American Indian/Alaskan Native and Black/African American	0
Other Multi-Racial	3
Hispanic	350
TOTAL MINORITY POPULATION	402
Percent of Population	13.4%
SENIOR CITIZENS	
Total Persons 65 Years and Over	401
Percent of Minority Population	13.4%
DISABILITY STATUS	
Civilian Non-institutionalized Population 16 to 64	1,658
Percent with a Work Disability	13.5%
Civilian Non-institutionalized Population 65 Years and Over	369
Percent with a Disability	39.6%
FEMALE HEAD OF HOUSEHOLD	
Total Households	1051
Female Householder, No Husband Present	123
Percent of Households	11.7%

XV. Review and Ranking Narrative:

I. **Organization:** Describe how the community is actively organized to plan and implement the revitalization process.

The City of Rigby is in Agreement with the Rigby Urban Agency (URA) to coordinate the use of their resources to make and maintain improvements in the designated Redevelopment area. The City created the Urban Renewal Agency and the legal setup of the organization (Appendix D). This effort resulted in the URA undertaking several improvement projects including refurbishment of the rodeo grounds (this is a very active venue in the community used for both local and from out of area activities – both summer and winter activities), the creation of the beginning of a walking path to connect the rodeo grounds and park to the downtown area, constructing improvements at the Veterans Park and at the Farnsworth T.V. Museum facilities. While these projects were being developed and constructed the City and the URA began the development of a Revitalization Plan for the immediate downtown shopping area.

The downtown study was completed in 2008 with some extended information added in the fall as the URA, the City’s Engineer, and the development personnel have worked to finalize the planned downtown improvements. The plan conducted an analysis of the downtown area visually, studying demographics for the area, and by surveying each business in the downtown renewal area to determine the “wants and needs” of the existing businesses.

The majority of growth in the area has been in Jefferson County and involves mostly single family homes. Some business growth has occurred to the north of the City however these businesses are professional services offices such as a Credit Union and a bank, medical and dental offices, accounting services and the County courthouse. These businesses operate in a more restrictive time frame than those in the downtown area shopping district and require a “larger footprint” for their business facilities than is available in the downtown business district.

The City and the URA wanted to conduct the study of the downtown area to assist them in determining what should be done to strengthen the downtown business community, what is positive and negative about the area, the businesses, public infrastructure, developing an implementation time table, etc. The Plan is included in Appendix F.

II. **Assessments.**

The survey of business owners is discussed in the Plan (Appendix F). The Plan discusses the various economic factors at work in the downtown and the community at large. The Plan reviewers determined that traffic flow is good through the downtown area; however parking is limited and accessibility from parking to sidewalks and store fronts is limited. The infrastructure in the downtown shopping area is crumbling. A light pole has fallen over - crushing a car, sidewalks have worn and cracked surfaces that are in some areas hazardous to walkers especially during the months that ice and swelling are common. The sewer lines in the area are crumbling and need to be replaced. Planters are used as trash bins and in general the area is not inviting to the average shopper.

Several business owners, understanding that the City and the URA have begun making improvements to the area have already invested in façade improvements for their businesses in the immediate downtown area. They have noted their willingness to expend their resources based on the apparent commitment of the City and the URA to construct the infrastructure improvements to the deteriorated downtown shopping district. The plan provides a strategy for improvements in the Business District to help the business owners. These again point to the need for the revitalization. There are some vacancies in the downtown area as well as a lot being used to store old vehicles. The vacant lot owner has discussed with the URA the possibility of donating the lot to become a “pocket park” in the downtown area if the City and the URA continue to work toward turning the area toward a more positive economic future. Storefronts are all accessible (ground entry level) as are most of the rear entrances, but parking is not.

As a coordinated approach to downtown improvement, beautification is by necessity a part of the plan. More importantly is the planning of new and expansion of existing community activities and events. Appendix F pages 20 & 21 is a discussion of existing community activities that bring local citizens into the downtown area but also encourage outside the area individuals to come for activities and shopping. The City has hired a Recreation Manager whose responsibilities include the coordination, marketing and expansion of events and activities that enhance and expanding the shopping in the downtown business district.

It should be noted that the City and the Urban Renewal Agency recognize that a growth corridor to the north of the downtown has developed during the last five to six years. There are several good businesses in this growth area. What is important to note is that these businesses are the larger footprint type professional offices, the new County Courthouse, and a new Credit Union and bank. None of these types of large footprint buildings would have fit (literally) in the downtown revitalization area, their operating hours are the basic Monday to Friday, 8:00 am to 5:00 pm. While important economically, their locating in the downtown area would have not been beneficial to the existing businesses who offer sales and other types of services that are most often associated with longer hours of operation and six day work weeks.

III. Implementation: If the community has an implementation plan, attach it. If not or if the plan does not address all criteria specified in the directions, use the narrative to address all components as they pertain to the following sub categories:

- A. Action Items/Implementation Time Frame: The Plan has a “time frame” for improvements that the City and the URA are using as a guide in their efforts (Appendix F page 32). This project is a top priority and is the second and the major phase in a broader revitalization effort. Local match is in place and the project is ready to proceed and be completed in 2009.
- B. Design Professional Plans: The City’s Engineer – Jim Mullen of Keller Associates has over fifteen years of experience with municipal projects. Mr. Mullen and Keller Associates are already working with the City on the wastewater improvement project. Because of the wastewater project they already have a good understanding of the subsurface infrastructure and how the surface infrastructure improvement would best be

coordinated with other maintenance and improvements in the downtown area. The plans for constructing improvements for the downtown area will be finalized in the spring of 2009 with the opportunity to bid and construct through the summer and fall of 2009.

IV. Slum and Blight:

- A. Impact: State in measurable terms how the slum and blight project will have an impact on the economic environment of your downtown area.

Impact: Revitalization will positively impact the core downtown business environment by: 1) Removing “eyesores” on publicly owned properties that are directly connected to or serve as frontage for existing businesses will result in businesses doing the same with their store fronts and backs. Businesses in the downtown have already begun making their improvements because of the work being undertaken by the City and the URA in the community. This past summer businesses began taking more care of their walks and entryways and began adding their own beautification efforts. 2) The lack of parking areas that are properly designed and designated will be addressed by creating inviting, well-lighted, pedestrian friendly areas with close access to the downtown business core. Employee parking areas will be encouraged by better signage and access. Businesses are being encouraged to “match” their operating hours for unified services to their clients.

3) The Plan recognizes the need for open space as an inviting enhancement to downtown shopping and business access. Open space provides a multipurpose area for daytime/weekday business use and evening and weekend “special activity” use to enhance current and future downtown “community events”, ie, a downtown home for activities associated with or mirrored with rodeo ground activities, evening shopping and entertainment events, farmers markets, bazaars, etc. 4) Pictures of deteriorating sidewalks, light poles, puddles, crumbling pavement are proof of the need for improvements to the infrastructure. Removal of the deteriorated areas will encourage more traffic in the downtown area to stop and do business there. The provision of a safe, inviting atmosphere for shoppers is critical to the future of downtown businesses. Appendix F contains photographs of the area, which illustrate the slum and blight of the core business area

V. Idaho Community Development Block Grant Project

A-B Local Match on the project is: The City and the Urban Renewal Agency have already spent \$132,000 on improvements in the community and \$19,000 on the preparation of the revitalization plan. The URA has committed \$506,038 in cash match for the construction of improvements in the downtown area. Following the completion of this project the URA already has preliminary plans in place for additional improvements in additional blocks of the downtown area. These future improvements are not being undertaken at this time because of budgetary constraints. It will require approximately three years of saving by the URA to begin the next phase of their planned improvement program in the downtown area.

Private businesses have undertaken remodeling of storefronts and/or remodels during the last twelve to eighteen months. Although a factor in showing that revitalization is being conducted by local businesses their “local/private match” has not been included in any financial aspect of the project but simply mentioned here as proof of interest and participation by the local business owners in the need to improve the look and feel in the downtown area.

C. ☐ Yes ☒ No. Check yes or no if you have a BID/LID. If yes provide documentation in appendix.

D. Related Implementation Expenditures:

Preparation of the Analysis and Plan for the Downtown area improvements program, private business façade improvements, and other redevelopment area improvements were previously completed.

Amount spent on other implementation plan action items \$132,000. (Appendix F page 69)

<u>Amount</u>	<u>Action Item</u>
\$132,000	Other URA projects in the redevelopment area (App E pp 66)
\$10,000	Plan Development and Business Surveys
\$9,000	Administrative Development of the CDBG project
\$250,000	Estimated private investment in façade and building improvements (10 at \$25,000)

E. Long-term Program Involved: Describe how your community will use grant funds to leverage a payback mechanism for funds that will sustain downtown redevelopment. There is not a plan to use any of the grant funds being requested in a manner that itself will be sustainable.

Does your community have an RLF? ☒ Yes ☐ No

If yes, please describe attempts to secure funding.

RLF programs are available for new and expanding businesses. There is more than one revolving loan fund program in place and active in the City of Rigby and Jefferson County. The City has discussed the possibility of creating a façade improvement program with low interest loans but is not able to undertake this financial commitment because of other existing priorities.

XVII. CERTIFICATIONS

I certify the data in this application is true and correct, that this document has been duly authorized by the governing body of the City of Rigby and we will comply with the following laws and regulations if this application is approved and selected for funding.

- National Environmental Policy Act of 1969
- Civil Rights Act of 1964 Pub.L 88-352
- Civil Rights Act of 1968 Pub.L 90-284
- Age Discrimination Act of 1975
- Rehabilitation Act of 1973, Section 504
- Uniform Relocation Assistance and Real Property Acquisition Act of 1970, as amended (49 CFR Part 24)
- Housing and Community Development Act of 1974, as amended Pub.L 93-383
- Davis-Bacon Act (40 USC 276a - 276a-5)
- Historic Preservation Act
- OMB Circular A-87, and ensure that sub-recipient complies with A-110 and A-122
- Section 106 of the Housing and Urban Recovery Act of 1983 certifying to:
 - Minimize displacement as a result of activities assisted with CDBG funds by following the Idaho Department of Commerce & Labors anti-displacement and relocation assistance plan;
 - Conduct and administer its program in conformance with Title VI and Title VIII, and affirmatively further fair housing;
 - Provide opportunities for citizen participation comparable to the state's requirements (those described in Section 104(a) of the Act, as amended);
 - Not use assessments or fees to recover the capital costs of ICDBG funded public improvements from low and moderate income owner occupants;
 - Abide by all state and federal rules and regulations related to the implementation and management of federal grants;
 - Assess and implement an Accessibility Plan for persons with disabilities in accordance with Section 504 of the Rehabilitation Act of 1973, as amended;
 - Adopt and implement an Excessive Force Policy;
 - Prohibition of Use of Assistance for Employment Relocation, Section 588 of the Disability Housing and work Responsibility Act of 1998 Pub. L 105-276.
 - Anti-Lobbying Certification: No federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned to any person for influencing or attempting to influence an officer or employee of any federal agency, a member of, employee of a member of, officer of or employee of Congress in connection with the awarding of any federal contract, the making of any federal grant or loan, the entering into any cooperative agreement and the extension, renewal, modification or amendment of any federal contract, grant, loan or cooperative agreement.

If any funds other than federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any federal agency, a member of, employee of a member of, officer of or employee of Congress in connection with this federal grant, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.

Mayor, City of Rigby
Ryan H. Brown

November 18, 2008
Date

XVIII. ICDBG Environmental Scoping - Field Notes Checklist

Applicant : City of Rigby

This site and desk review checklist is to be completed by the Applicant and submitted with the application.

The purpose of the checklist is to help the Applicant and ICL better understand what environmental statutes or provisions per 24 CFR 58 might impact the proposed project. The information will assist in understanding what studies, documentation, and mitigation measures could be applicable and to assist in completing the environmental review record. The Applicant may choose to attach this scoping checklist as part of the environmental review record.

1. Limitations on Activities

Is the Grantee planning or in the process of acquiring property for this proposed project? ___ Yes **X No**

If yes, is the Applicant aware that land acquired or site work after submission of the ICDBG application is subject to 24 CFR 58.22 Limitation on Activities Requiring Clearance? Meaning once an application for ICDBG funds is submitted, neither Applicant or sub recipient, may commit Non-HUD funds to a project for land acquisition or site work (except for minor testing) before the environmental review is complete, unless the land acquisition or contract is conditioned on completion of the ICDBG environmental review.

2. Historic Preservation

Has the SHPO or THPO been notified of the project? **X Yes** ___ No

Have tribes with possible cultural and religious sites been notified of the project? **X Yes** ___ No

3. Floodplain Management

Is the project located within a floodway or floodplain designated on a current FEMA map? Check Web site <http://store.msc.fema.gov/> ___ Yes **X No** ___ Not Sure

If yes what is the floodplain map number? 16051C0375B

If , the project is located in a floodway or floodplain is the community where the project is taking place a participant in the National Flood Insurance Program. Check Web site www.idwr.idaho.gov/water/flood ___ Yes ___ No

4. Wetland Protection

Are there ponds, marshes, bogs, swamps, drainage ways, streams, rivers, or other wetlands on or near the site? ___ Yes **X No**

If yes, has the Army Corps of Engineers (Corps) been notified? ___ Yes ___ No

Has the Corps indicated what permit level will be required? ___ Yes ___ No ___ N/A

5. Sole Source Aquifers (Clean Water Act)

Is the proposed project located over an EPA designated aquifer area? **X Yes** ___ No
(check website www.epa.gov/safewater/ssanp.html)

Is it known at this time if construction will disturb more than one acre of land? ___ Yes ___ No

Project will not disturb more than one acre of land.

If yes, has a general permit for storm water discharges from construction sites been applied for from the EPA? ☐ Yes ☐ No

6. Endangered Species Act

Has U.S. Fish and Wildlife Service, NOAA Fisheries, and Idaho Fish and Game Regional Office been notified about the project? **X Yes** ☐ No

7. Wild and Scenic Rivers Act

Is the project located within one mile of a designated wild and scenic river? Idaho wild and scenic rivers include portions of the St. Joe, Lochsa, Selway, Middle Fork of the Clearwater, Snake, Rapid, and Middle Fork of the Salmon. Check Web site www.nps.gov/rivers/ ☐ Yes ☐ No **NOT APPLICABLE**

8. Clean Air Act

Is the project located in a designated non-attainment area for criteria air pollutants? ☐ Yes **X No**

For building demolition or improvements has an asbestos analysis been planned for or conducted?
☐ Yes **X No** ☐ N/A

For housing rehabilitation has a lead based paint assessment been planned for or conducted?
☐ Yes ☐ No **X N/A**

9. Farmland Protection Policy Act

Is the project located on a site currently zoned as residential, commercial, and/or industrial ?
X Yes ☐ No

Is the project area currently being utilized for farm or agricultural purposes ? ☐ Yes **X No**
If yes, has the USDA Natural Resource Conservation Service or local planning department been notified about the project? ☐ Yes ☐ No

10. Environmental Justice

Does project have a disproportionate environmental impact on low income or minority populations?
☐ Yes **X No**

11. Noise Abatement and Control

Is the project new construction or rehabilitation of noise sensitive use (i.e. housing, mobile home parks, nursing homes, hospitals, and other uses where quiet is integral to the project functions)?
☐ Yes **X No**

If yes is the project located within 5 miles of an airport, 1000 feet of a major highway or busy road, or 3,000 feet of a railroad. ☐ Yes ☐ No

12. Explosive and Flammable Operations

Is the physical structure (not necessarily infrastructure) intended for residential, institutional, recreational, commercial or industrial use? **X Yes** ☐ No

If yes, are there any above ground explosives, flammable fuels or chemical containers within one mile of the physical structure? ☐ Yes **X No**

If yes, have you been able to identify what the container is holding and the container's size?
☐ Yes ☐ No

13. Toxic Chemicals and Radioactive Materials

Are there any known hazardous materials, contamination, chemicals, gases, and radioactive substance on or near the site? ☐ Yes ☒ **No**

If yes, explain _____

During the visual inspection of the site is there signs of distressed vegetation, vents or fill pipes, storage/oil tanks, stained soil, dumped material, questionable containers, foul or noxious odors, etc.

☐ Yes ☒ **No**

If yes, explain _____

At this time is the site's previous uses known to have been gasoline stations, train depots, dry cleaners, agricultural operations, repair shops, landfill, etc.? ☐ Yes ☒ **No**

Are other funding agencies requiring the Grantee to perform an American Society for Testing Materials (ASTM) environmental assessment? ASTM assessment involves analysis of site uses and ownership, inspection of site, and possible testing. ☐ Yes ☒ **No**

14. Airport Clear Zones and Accident Potential Zones

Is the project located within a designated airport runway clear zone or protection zone? ☐ Yes ☒ **No**

Does the project involve acquisition of land or construction/rehabilitation of building or infrastructure in an airport runway clear zone or protection zone? ☐ Yes ☒ **No**

If yes, is the grantee aware that the airport operator may wish to purchase the property at some point in the future as part of a clear or accident zone acquisition program? ☐ Yes ☐ No

15. Energy Efficient Designs

For building construction has the owner investigated possible incentives from power providers, such as Idaho Power, Avista, or Utah Power for incorporating energy efficient design into their building?

☐ Yes ☐ No **NOT APPLICABLE**

16. Other Environmental Reviews

Have facilities studies or other environmentally related site reviews been conducted or in the process of being conducted? ☐ Yes ☒ **No**

If yes, are there any identified concerns or recommended mitigation measures? ☐ Yes ☐ No

List if known - _____

17. Information Letters

The advanced mailing of environmental information letters is sought in an effort to minimize the project's timeline in waiting for necessary documentation or information. It will assist in earlier responses to required mitigation measures should the proposed project receive grant funding.

Check the agencies that have been mailed an environmental information letter.

- X_ Idaho State Historic Preservation Officer
- X_ Tribal Historic Preservation Officer or Tribal Office
- X_ Idaho Department of Water Resources – Local Regional Office
- ___ Army Corps of Engineers (if wetlands are applicable)
- X_ U.S. Fish and Wildlife
- ___ NOAA Fisheries (if salmon and/or steelhead are applicable)
- X_ Idaho Fish and Game
- X_ USDA Natural Resource Conservation Service (if farmlands are applicable)
- X_ Idaho Department of Environmental Quality
- X_ Local Government – Planning Department
- ___ Others _____

Completion of the scoping checklist does not constitute that all environmental provisions or clauses related to 24 CFR 58 Environmental Reviews have been met or are known at this time.

Completed By Dorothy Bowen

November 17, 2008

XX. Resolution to Establish a Redevelopment Area

Appendix D –

**City of Rigby's Ordinances establishing the Urban Renewal Agency and the Urban
Renewal Area.**

Map of the Redevelopment Area.

Map of this project specific area.